



STATE OF CALIFORNIA  
Department of Parks and Recreation  
EXAMINATION ANNOUNCEMENT  
BOAT OPERATOR  
OPEN-SPOT



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

QV80 / 6988

9PR27

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	This is a Spot Exam for Marin county only. Candidates may establish <b>eligibility for this county only</b> .
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by <b>July 10, 2009, the final filing date</b> . Applications will not be accepted on a promotional basis.
WHERE TO APPLY	Applications are available and may be filed <u>in person</u> at <b>Department of Parks and Recreation, 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814</b> or <u>by mail</u> to the <b>Department of Parks and Recreation, Attention: Examination Unit, P.O. Box 942896, Sacramento, CA 94296-0001</b> . <u>You must include exam code (9PR27) on your application. For additional information regarding this exam please call (916) 653-9522.</u> <i>Do not submit application to the State Personnel Board.</i>
FINAL FILING DATE	Applications (Form 678) must be postmarked no later than <b>July 10, 2009, the final filing date</b> . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Performance Test. It is anticipated the Performance Test will be held during August 2009.
SALARY RANGE	\$3120 – \$3742
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by <b>July 10, 2009, the final filing date</b>.</p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> full time status at the Boat Operator level or above, may not be eligible to apply for this examination.</p>

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a current Master 75 Gross Tons Great Lakes and Inland Waters License issued by the United States Coast Guard and a current Marine Radio Operator's Permit issued by the Federal Communications Commission. (Applicants who do not possess the required license and permit will be admitted to the examination, but must secure the license and permit before they will be considered eligible for appointment).

**And**

Proof of having completed the requirements for a United States Coast Guard Radar Endorsement Certificate for inland waters. (Individuals who have not completed the requirements for this certification may be appointed to the class, but must secure proof of having completed the requirements within six months of appointment.)

**POSITION DESCRIPTION**

Under general direction, to be responsible for the operation, maintenance and navigation of a State-owned boat on bays and inland waterways; and to do other related work.

**EXAMINATION  
INFORMATION**

This examination will consist of a performance test only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE PERFORMANCE TEST WILL BE DISQUALIFIED.**

**PERFORMANCE TEST  
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Methods, materials and tools used in the operation and maintenance of gasoline or marine diesel motor boats.
2. United States Coast Guard regulations relating to the operation and navigation of motor vessels in inland waters and bays.
3. Fuels and lubricants.
4. Nautical terminology.

B. Ability to:

1. Read and write English at a level required for successful job performance.
2. Operate and maintain a boat of not more than 75 gross tons.
3. Direct the work of unskilled assistants.
4. Plan for the annual maintenance and overhaul of engines, hulls and auxiliary equipment in ship yards, or specialized work as required.
5. Establish and maintain cooperative relations with the general public.
6. Utilize a radar system to assist in the safe navigation and operation of a State vessel.

**DRUG TESTING  
REQUIREMENT**

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Physical strength and agility; willingness to work on Saturdays, Sundays and holidays and at odd or irregular hours.

**VETERANS'  
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**CAREER CREDITS**

Career credits are not granted in open examinations.

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**CONFIDENTIALITY AND SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Parks and Recreation, (916) 653-9522 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-9522, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference Credits:** California law allows granting of veterans' preference credits in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the California Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**DEPARTMENT OF PARKS AND RECREATION**

Personnel Office/Examination Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 \* (916) 653-9685

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)